

CREDIT MEMO

[Company Name]
[Street Address]
[City, State, Zip]

Memo #: [000000]
Date: [MM/DD/YYYY]
Reference Invoice: [#0000]

BILL TO

[Customer Name]
[Customer Business Name]
[Address]
[Email/Phone]

REASON FOR CREDIT

[Return, Overcharge, Discount, etc.]

Description	Qty	Unit Price	Total Credit
[Description of goods or services]	0	\$0.00	\$0.00
[Description of goods or services]	0	\$0.00	\$0.00
Subtotal: \$0.00			
Tax: \$0.00			
Total Credit: \$0.00			

Notes: [Additional information regarding the credit application or refund process.]

Authorized Signature: _____ Date: _____